



Pending

The permit application has been submitted, and the Permit Technician is currently reviewing the application for completeness.

Submittals Incomplete

This status means staff have reviewed your submission and deemed it incomplete as it is missing one or more documents. An Incomplete Submission Notice is generated on Portal to advise the applicant about outstanding items. This notice letter is available for viewing on the Portal under the application's Documents & Images section.

Fee Verification

This status means your **application is considered complete**, and our staff are verifying the fees generated for the permit application to ensure they are correct. **Notice of Building Permit Fees** letter is available for viewing on the Portal under the application's Documents & Images section.

Ready for Payment

This status means the building **permit fees are ready to be paid**. **The Notice of Building Permit Fees** is available for viewing on the Portal under the application's Documents & Images section. All fees can be **paid online** through the portal with the exception of **Security Deposit** and **Development Charges**. Alternatively, permit fees can be paid by cheque, made payable to The Town of Bradford West Gwillimbury. The cheque can be mailed in or dropped off at our office, located at 305 Barrie St. Unit 4B, Bradford, ON, L3Z 2A9. The Town offices are open Monday to Friday from 8:30 am to 4:30 p.m.

In Plan Check

This status means your application is in the plans review stage. At this stage, the plans examiner(s) review your application to ensure it meets Building Code requirements, zoning, grading, etc. requirements. Once all reviews have been completed and approved, your application will move into the final stage of review. You are able to follow the process through your portal account.

Returned for Correction

This status means one or more reviews have failed. A **Deficiency Notice** is generated on Portal to the applicant. This notice letter is available for viewing on the Portal under the application's Documents & Images section

Plans Review Completed

This status means all reviews have been completed and approved; your application will move into the Final Payment stage of the process.

Ready for Final Payment

This status means the plans review is complete and the final payment of security deposit and/or Development Charges, or any other outstanding fees are ready to be paid. The outstanding balance can also be viewed on the portal. **Notice of Ready for Issuance** letter is available for viewing on the Portal under the application's Documents & Images section.

Ready for Issuance

This status means the **security deposit** and/or **development charges** and The **Prescribed Notice** have been received and the permit is ready for issuance. The documents are available for the applicant/owner to review and sign under the Documents & Images section.

Permit(s) Issued

This status means staff have issued the permit and generated the permit card for your project. The approval documents are available for viewing on the Portal under the application's Documents & Images section. **It is the responsibility of the Applicant to ensure these documents are printed, posted and available on site.**

We are here to help!

If you require more information or have any questions, feel free to contact:

Town of BWG, Building Division

Monday-Friday, 8:30am-4:30pm

Phone 905-775-5366 ext. 1500

Email buildinginspections@townofbwg.com